# Multi-Factor Authentication (MFA) Setup Guide

This guide will walk you through setting up Multi-Factor Authentication (MFA) for your work/school account. You will be required to register both the Microsoft Authenticator app and your phone number for secure access.

## Step 1: Sign in to your account

Go to https://aka.ms/mfasetup from your **computer and not your phone** and enter your NSCAD email address, then click 'Next'.
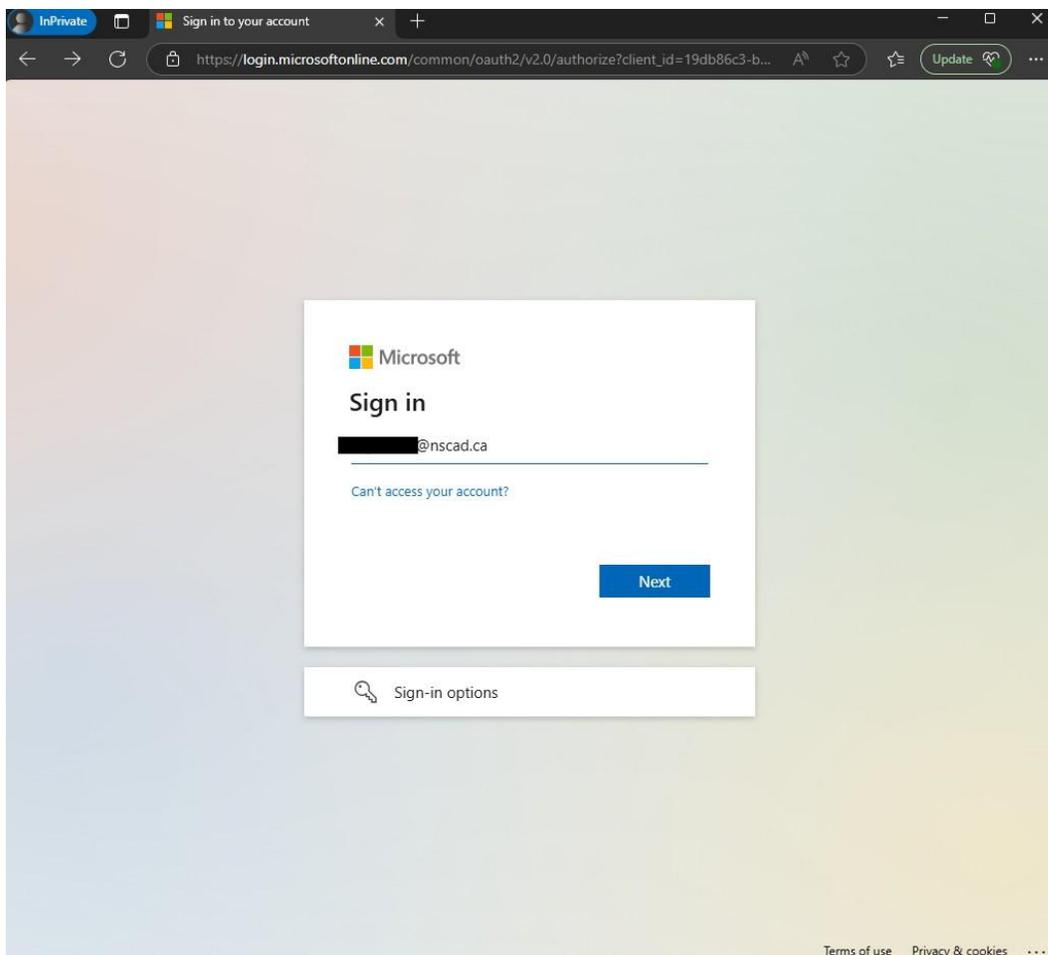
## Step 2: Enter your password

Enter your account password and click 'Sign in'.
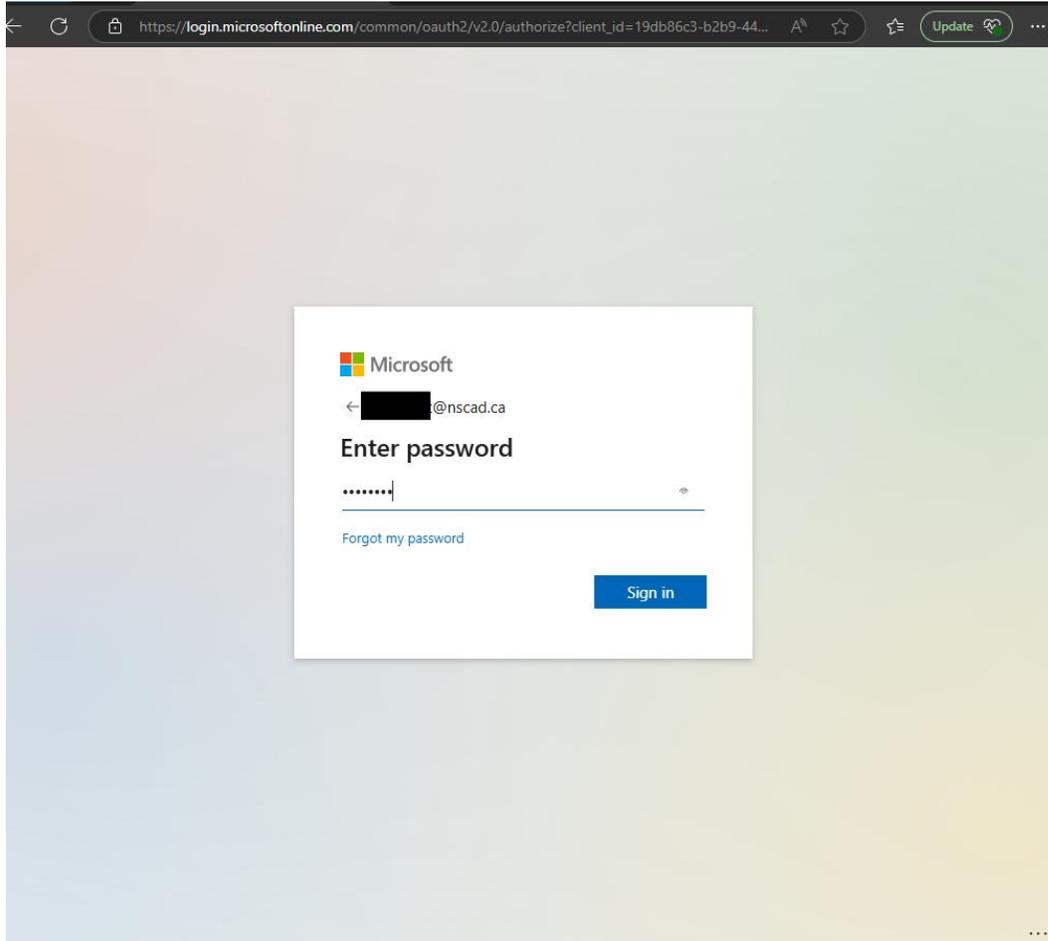


## Step 3: Access Security Info

Once signed in, navigate to the 'Security info' page. Click on '+ Add sign-in method'.
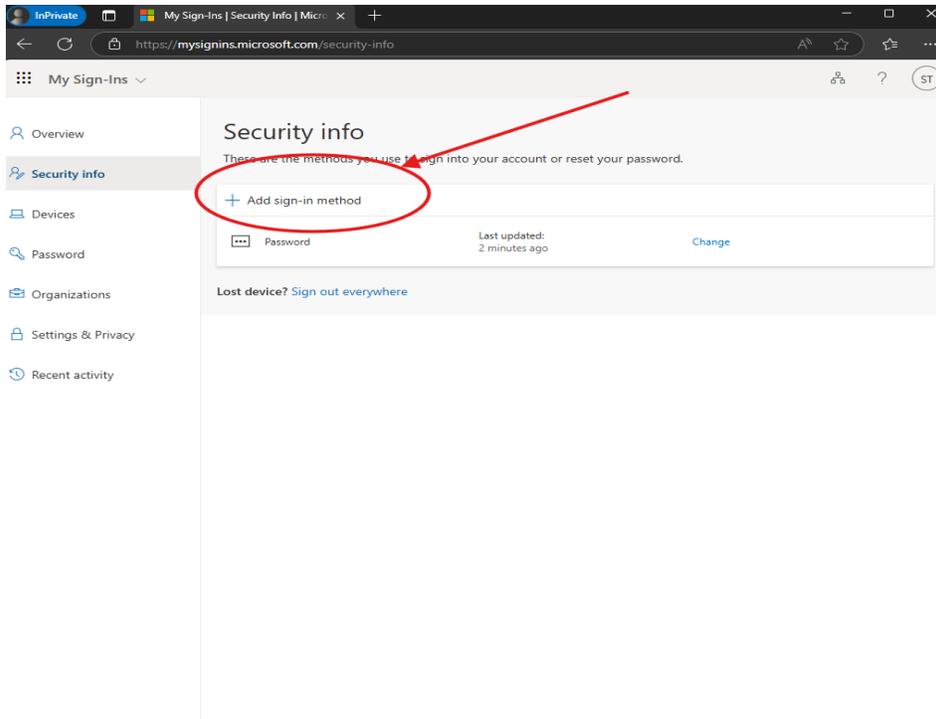
## Authenticator

Select 'Microsoft Authenticator' from the list of available sign-in methods.
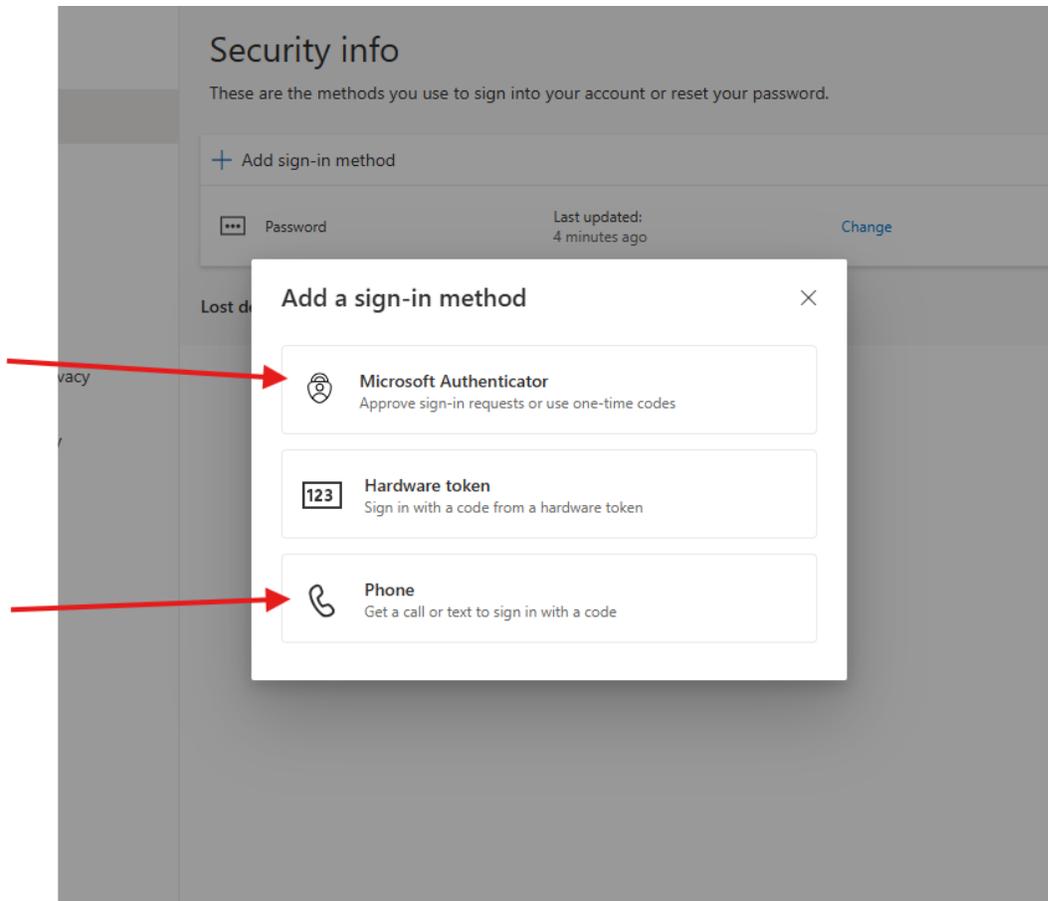
## Step 5: Download the Authenticator App

If you haven't already, download and install the Microsoft Authenticator app on your mobile phone by choosing Download Now and then click 'Next'.
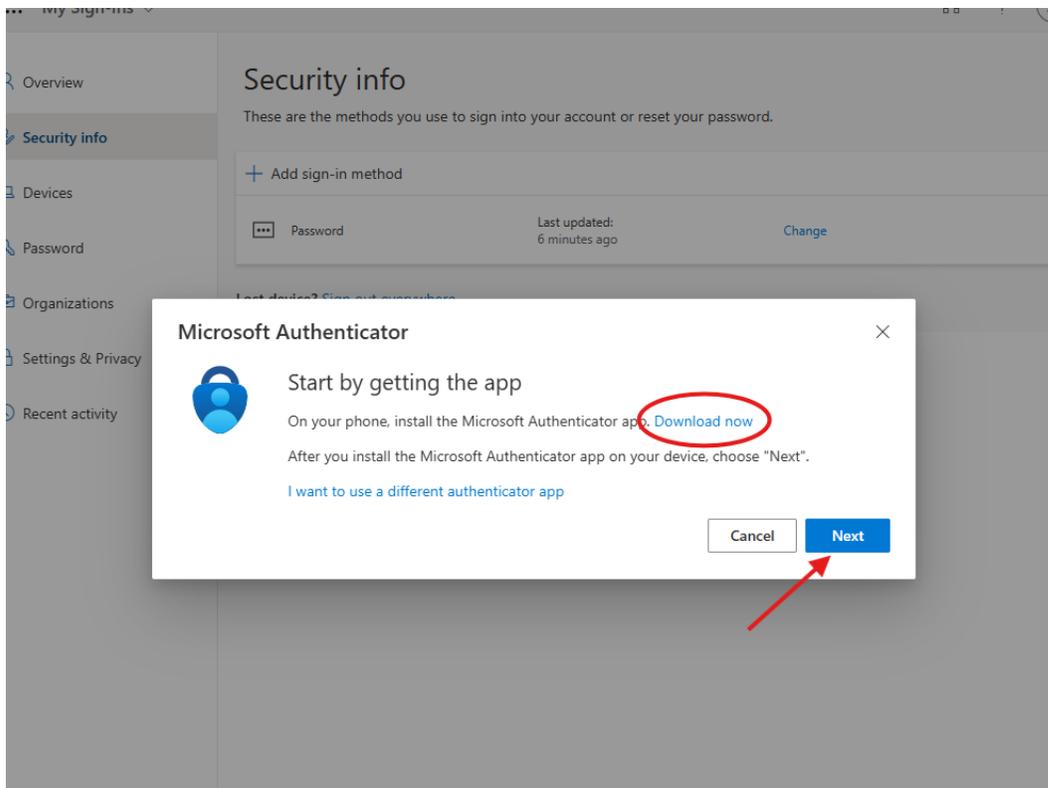
## Step 6: Set up your account

Open the app on your phone, allow notifications, and add an account. Choose 'Work or school' when prompted.
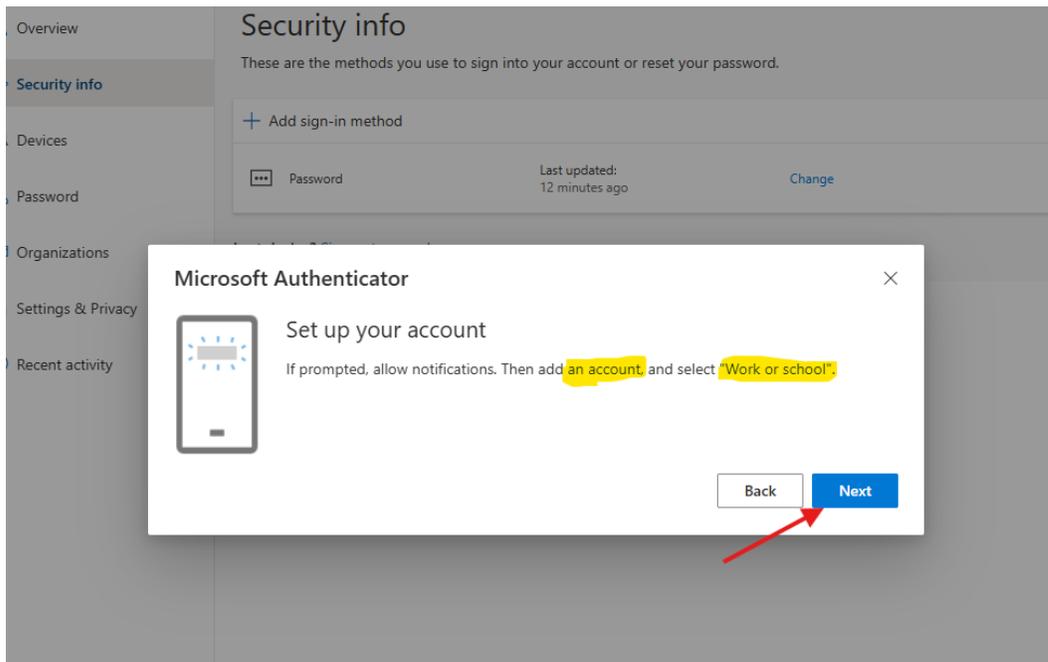
## Step 7: Scan the QR code

Use the Microsoft Authenticator app to scan the QR code shown on your screen. After scanning, click 'Next'.
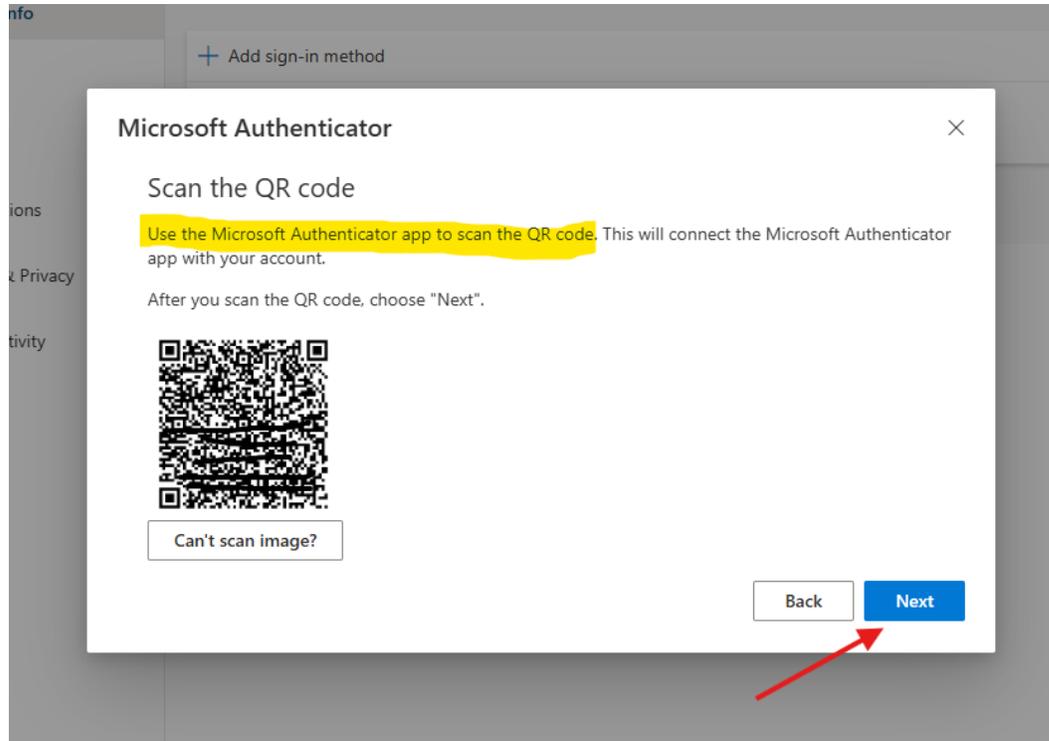


## Step 8: Test the Authenticator app

A test notification will be sent to your phone. Approve the sign-in by entering the number shown.
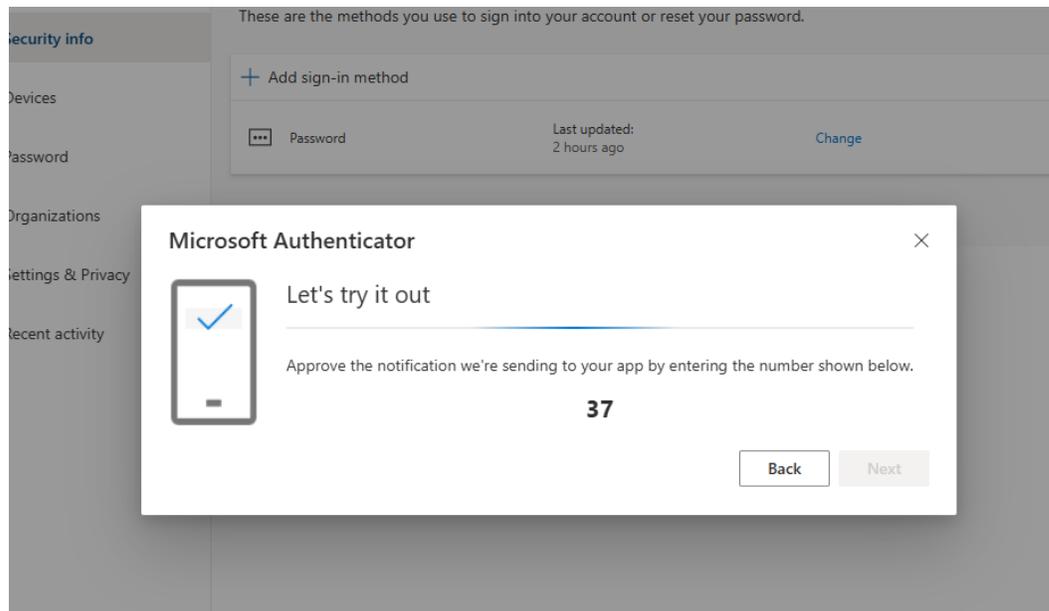
## Step 9: Confirmation

Once approved, you will see a confirmation message. Click 'Next' to finish setup.
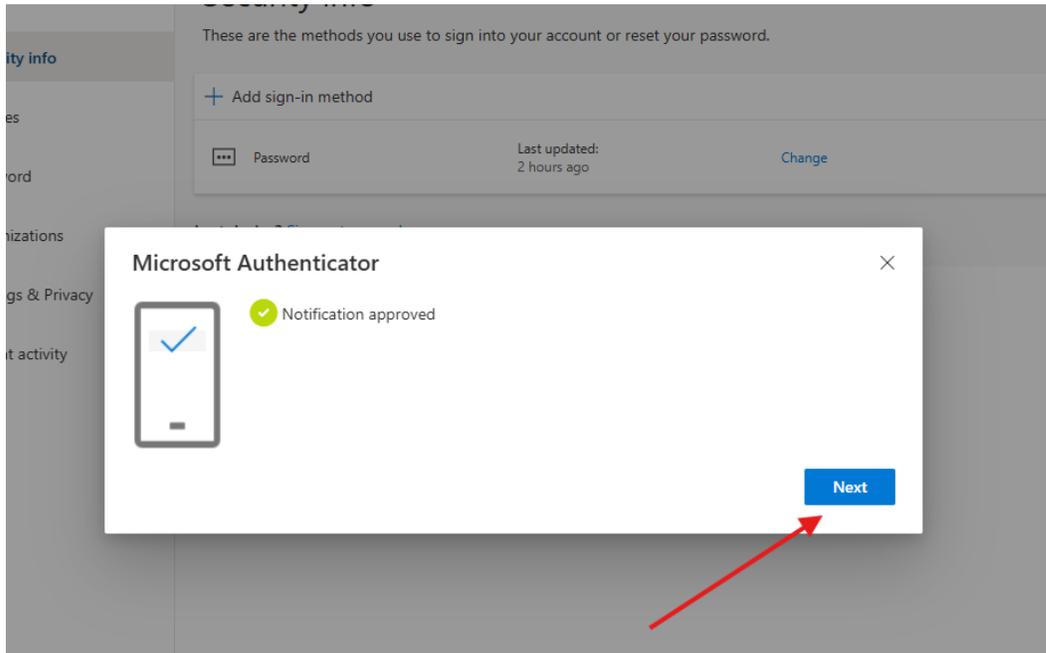


## Step 10: Add a phone number

Repeat Step 3 to add another method. This time, choose 'Phone' and follow the prompts to register your number. You can choose to receive a code via text or a phone call.
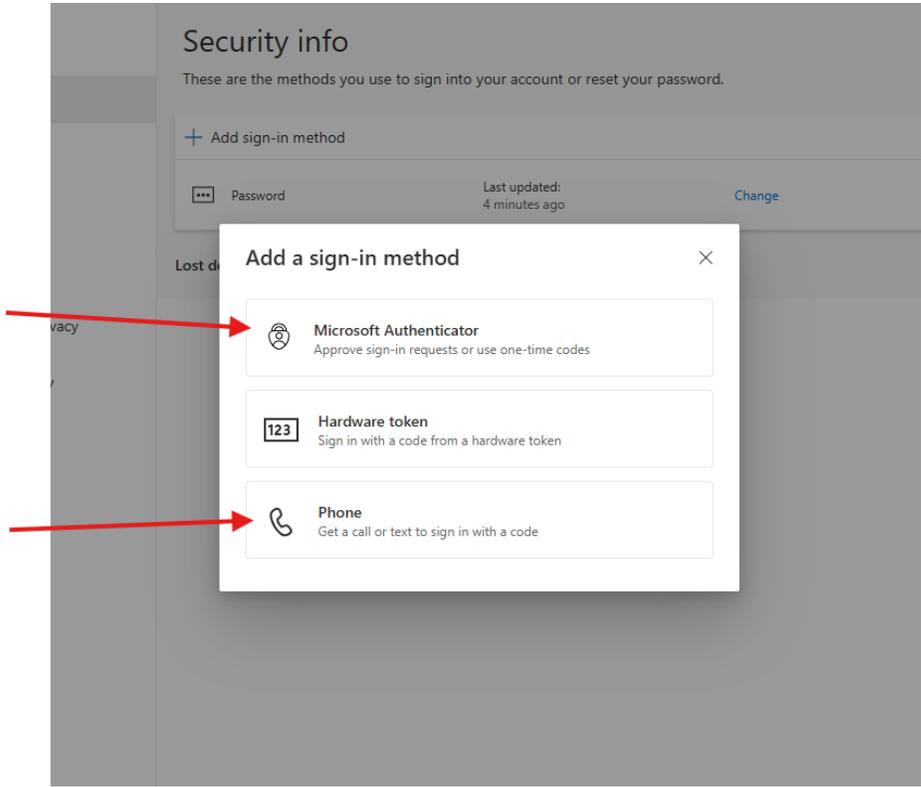
Make sure both Microsoft Authenticator and Phone are listed under your Security info. You're all set!